

Louisiana Behavior Analyst Board  
8706 Jefferson Highway, Suite B, Baton Rouge, LA 70809

**BOARD MEETING MINUTES: May 15, 2018**  
*(Approved June 19, 2018)*

Committee meetings began at 9:30 a.m.

The meeting of the Louisiana Behavior Analyst Board (Board) was noticed and called to order by Mr. Tuminello at 10:38 a.m. on Tuesday, May 15, 2018 at 8706 Jefferson Highway, Suite B, Baton Rouge, Louisiana 70809. Present were Board Members: Alfred Tuminello, Jr., Scott Williamson, Jennifer Longwell, Ph.D., Lloyd Boudloche, Jr., Ed.D., Renee Cole, Dr. Jesse Lambert and Executive Director Rhonda Boe.

A motion was made by Mr. Tuminello to approve the agenda for the May 15, 2018 meeting. None opposed and the motion passed.

A motion was made by Mr. Williamson to approve the minutes of the April 17, 2018 meeting with one change. None opposed and the motion passed.

A potential line technician applicant appeared before the board. The applicant wanted to discuss background history before applying for a line technician position offered. The board advised the applicant to submit the application for review.

Pursuant to LSA R.S. 42:6.1(4), Mr. Tuminello moved to enter Executive Session to review and discuss applicant files at 10:40 a.m. None opposed and the motion passed.

Mr. Tuminello closed Executive Session at 12:47 and reported the following:

Credentials Review Committee:

Behavior Analyst Applicants 5.18/A, 5.18/B, 5.18/D, and 5.18E were reviewed and approved.

Behavior Analyst Applicant 5.18/C was reviewed and denied based on opinion received. Applicant will be approved if the matter is sufficiently settled.

Behavior Analyst Applicant 5.18/F was reviewed and approved upon receipt of last item.

Assistant Behavior Analyst Applicant 5.18/G was reviewed and approved.

Line Technician Applicants 5.18/1, 5.18/5, 5.18/10, 4.18/1, and 4.18/5 were reviewed and approved.

Line Technician Applicants 5.10/11, 2.18/14, and 3.18/3 were approved to continue registration uninterrupted and continue to send updates.

Line Technician Applicants 5.18/3, 4.18/8 and 4.18/9 were reviewed and allowed until next month's meeting to provide documents requested or file will be closed.

Line Technician Applicants 5.18/7, 5.18/8, and 5.18/9 were approved if report matches exactly.

Line Technician Applicant 5.18/4 was approved to continue registration without interruption due to documents being deemed sufficient.

Line Technician Applicant 5.18/6 was approved to continue registration without interruption if document received matches exactly.

Line Technician Applicant 5.18/2 was delayed approval until completion of certain terms or document received supporting claim.

Line Technician Applicant 3.18/4 is closed due to failure to respond to multiple request for information.

Line Technician Applicant 3.18/2 required monthly updates but is now closed based on discontinuation received from supervisor.

Line Technician Applicant 11.17/4 continues to be administratively revoked unless additional information requested is supplied and adequate.

#### Complaints Committee:

The complaints coordinator reported there were presently 8 open complaints.

1 – A voluntary surrender of license was signed and executed before a notary. The terms agreed to were present to the board. The board accepted and signed the document. The reportable disciplinary action will be posted on the board website and reported to BACB and NPDB.

2 – Documentation was requested and received on this complaint. The complaint coordinator advised she would like to send a letter of education which would include commending respondent for complying with complaint procedure and following through on every recommended corrective action. Board offered no opposition. Letter will be sent and complaint closed.

3 – Documentation was requested and received on this complaint. The complaint coordinator advised she would like to send a letter of education which would include commending respondent for complying with complaint procedure and following through on every recommended corrective action. Board offered no opposition. Letter will be sent and complaint closed.

4- Complaint coordinator reported there was enough sufficient evidence to indicate possible violations. Opinion will be requested from attorney and notification and investigation will proceed based on reply.

5 – Complaint coordinator reported there could be possible violations but more information would need to be obtained before proceeding.

6 – Information received from Molina reviewed. Letter of education will be sent advising if this occurs again investigation will be opened.

7 – Information received from Molina reviewed. Letter of education will be sent advising if this occurs again investigation will be opened.

8 – Complaint coordinator advised that another meeting was held in reference to this complaint and an agreement was reached. The terms were a non-reportable action with a letter of education. The board offered no opposition and the letter will be sent.

Another matter related to a revocation is still being negotiated between the attorneys.

#### Finance Committee:

Mr. Williamson made a motion to pay the LSBEP April invoice. None opposed, motion passed. The Reconciliations for April were reviewed and a motion was made by Dr. Longwell to approve. None opposed. The Reconciliations were dated and signed by preparer and dated and signed by

Finance Committee Chair, Mr. Williamson, indicating board approval. The full board reviewed the General Ledger, Balance Sheet, and Profit and Loss for March. No apparent discrepancies were noted. Dr. Boudloche made a motion to approve all the financials. None opposed.

Jurisprudence Committee:

The board reviewed the exam to determine if any updates were needed. It was referred to the committee for recommendations.

Legislative Committee:

Mr. Tuminello reported SB 40 and SB 99 passed both house and senate. HB766 was passed over on May 14, 2018 and is still scheduled to be heard on the Senate floor. Senator Morrell advised that a Senate Concurrent Resolution was being drafted to request BESE review and update their Bulletin 746 to reflect the current law for licensure of behavior analyst.

Policies and Procedures Committee:

Policy and procedures need to be added to application for licensure and certification process to reflect denials based on request from LOFSA for applicants in default on student loans and applicants who are in arrears on child support. These provisions are according to state laws. The committee will present at next meeting.

Continuing Education Committee:

No new business.

Supervision Oversight Committee:

A letter reporting results of a Phase II audit of an LBA was reviewed and signed to be mailed. Three more audits will begin.

Long Range Planning Committee:

The portal being considered could also include an online Jurisprudence Exam for continuing education hours in ethics. Another feature would be listing of line technicians registered under each LBA on the LBA's own page to be updated on a regular basis. Modules need to be created and are being worked on to see if feasible.

Discussion Items:

Contracts for 2018/19 fiscal year were discussed and will be drafted and offered before the next meeting.

Executive Director's Report:

Ms. Boe reminded board members to file their Tier 2.1 reports and take their Ethics training course online if they had not already done so. Tier 2.1 deadline is today, May 15<sup>th</sup>.

The advertisement for a Complaint Coordinator will be published.

Question has been raised to Ms. Boe several times regarding requirements and oversight for facilities offering ABA services. The board has no authority and it is unclear presently who oversees the facilities as there are several different modes of operation. They do not fall under day care or occupational licensing. The board will work with LaBAA to research as this will continue to present problems as the profession expands.

Question was raised as to medical billing. The board has no authority on medical billing and advise questions to be referred to LaBAA.

The line technician application updated to incorporate the Proof of Supervision is still being drafted. Applicants will be allowed to use either the current form or no form for a period of time.

Mr. Tuminello and Dr. Lambert left the meeting at 1:58.

Board continued to discuss the policy and procedure update needed and if updates are needed for Jurisprudence Exam.

Mr. Williamson adjourned the meeting at 2:30 p.m.